

## EXECUTIVE DIRECTOR POSITION

The Housing Authority of the City of Evansville is seeking an experienced professional for the position of Executive Director. The position is 40 hours per week managing two HUD housing programs - Section 8 Housing Choice Voucher Program and a 20-unit elderly and disabled apartment complex with Section 8 rental assistance. The Executive Director reports to a five-member Board of Commissioners.

The applicant must possess excellent administrative, supervisory, planning, and public relations skills, must have demonstrated ability to work with people, possess written and oral communication skills and have the ability and willingness to work with federal, state, and local government agencies. This position requires a highly motivated, organized, detail-oriented individual. Property Management experience is a plus.

Candidates need a proficient knowledge and experience with financial accounting (including software), payroll processes along with knowledge of the internet, Word, and Excel. Must have a valid driver's license and ability to lift 40 pounds, plus climb, bend, and reach while conducting home inspections.

Starting salary range of \$50,000-\$55,000 (depending on qualifications) with paid vacation, holidays, mileage reimbursement and sick time. Submit cover letter and resume to: Housing Authority of the City of Evansville, P.O. Box 605, Evansville, WI 53536, or e-mail to Executive Director at [toni@evansvilleha.com](mailto:toni@evansvilleha.com). The position remains open until filled. For a more detailed job description and questions, contact Toni Coats at the email above.